United States Mission Nigeria

Vacancy Announcement

U.S. Mission Nigeria

Announcement Number: Abuja -2018-018A R

Position Title: Voucher Examiner (Pos. A53212)

Opening Period: June 19, 2018 – June 26, 2018

Series/Grade: LE-07 / 0401

Salary: NGN 4,766,721 / USD 36,218

For More Info: Human Resources Office: 09-461-4261

E-mail Address: HRNigeria@state.gov

Who May Apply: All Interested / All Sources

FS-7/1 is USD 36,218 / LE is NGN 4,766,721 - Actual FS salary

determined by Washington D.C.

Security Clearance Required: FSN Security Clearance

Duration Appointment: Temporary Position: Minimum of 6 months, Not to Exceed 12

Months

Marketing Statement: We encourage you to read and understand the <u>Eight (8) Qualities of</u> Overseas Employees before you apply.

Summary: The U.S. Mission in Abuja, Nigeria is seeking eligible and qualified applicants for the position of Voucher Examiner.

The work schedule for this position is:

• Full time (40 hours per week)

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

Duties: The incumbent reports to the Supervisory Voucher Examiner/Supervisory Cashier. S/he reviews and processes all types of vouchers submitted for payment from State Department and

many agencies at the Post. Additionally, s/he performs duties to comply with USG regulations and ICASS Service Standards.

Qualifications and Evaluations

Education: University degree or Higher National Diploma in Accounting, Finance, Business Administration or Economic is required.

Requirements:

EXPERIENCE: Three (3) years financial experience is required.

JOB KNOWLEDGE: Comprehensive knowledge of appropriation law, regulations governing voucher examination and payments is required.

Evaluations:

LANGUAGE: Level IV (Fluent) Speaking/Reading/Writing in English is required. Language proficiency will be tested.

SKILLS AND ABILITIES: Proficiency in computer skills and financial software, as well as the ability to articulate complex issues is required.

Qualifications: All applicants under consideration will be required to pass security certifications.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* IMPORTANT: Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 ("Certificate of Release or Discharge from Active Duty"), equivalent documentation, or certification. A "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from

active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with reemployment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.?) and for additional employment considerations, please visit the following link: https://careers.state.gov/downloads/files/definitions-for-va

How to Apply: All candidates must be able to obtain and hold an FSN security clearance. Applicants must submit a Universal Application for Employment (DS-174) which is available on website **Application for US Federal Employment (DS-174)**

To apply for this position, applicants should electronically submit the documents listed below. Please limit all electronic (e-mail) submissions to one entry/e-mail not larger than 5MB.

For more information on how to apply visit the Mission internet site. https://ng.usembassy.gov/embassy-consulates/jobs/

Required Documents: Please provide the required documentation listed below with your application:

- DS-174
- Application letter addressing the Qualifications and Evaluation for the position
- Degree (not transcript)
- Certificate or License
- DD-214 Member Copy 4, Letter from Veterans' Affairs, or other supporting documentation (if applicable)
- Residency and/or Work Permit (if applicable)

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview will be contacted via email.

For further information: the complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Abuja, Nigeria.